



Coordinator of Data and Operations

Job Description

The Tennessee Public Charter School Commission (Charter Commission) is seeking a full-time coordinator of data and assessments.

The ideal candidate will have a proven ability to work with a variety of stakeholders, manage multiple projects with ambitious deadlines, and oversee data management and assessment systems. This position is an excellent opportunity to support the newly created Charter Commission which was established under Public Chapter 219 of the 111th General Assembly.

The Charter Commission is composed of nine members selected by the governor and representing a broad geographic cross-section of the state. The Commission's focus on the authorization of quality charter schools will enable deeper engagement with local districts and stakeholders, and in turn ensure that decisions impacting students' and families' access to high-quality charter schools are made based on a full appreciation of communities' specific educational needs. The Commission commenced hearing charter school appeals in January 2021 and will assume responsibility of the authorized charter schools of the State Board of Education in the 2021-22 school year.

Job Responsibilities

This position will report to the director of finance and operations and be responsible for the following:

- Manage the implementation of all LEA functions related to data management but not limited to:
 - Oversee the district's student information system and reporting to the Tennessee Department of Education in EIS
 - Work with school-level staff on the management of student information including providing training and support to school staff to ensure accurate data
 - Support the school-level staff in obtaining student records from districts, as needed
- Manage the implementation of TNReady assessments for the district by:
 - Work with school-level staff to ensure all student information is accurate in the assessment platform
 - Serve as a district testing coordinator and manage all training, oversight, and coordination of all state assessments with school testing coordinators
 - Work with the Tennessee Department of Education on any required reporting
- Support the overall operations of the district by:
 - Work with the director of finance and operations to manage the payment process to authorized charter schools for BEP payments
 - Oversee monthly reporting requirements and submissions for schools via the Reporting Calendar

Tennessee Public Charter School Commission

Davy Crockett, 5th floor • 500 James Robertson Parkway • Nashville, TN 37243

Office: 615-532-6245



- Monitor authorized charter schools personnel reporting to ensure all staff are appropriately licensed and endorsed and have completed TBI background checks
- Oversee the Department of Children's Services background checks process for the Commission
- Maintain any data sets required for LEA operations, and support other administrative and operations processes as needed
- Any other duties as assigned to support the overall functions of the Charter Commission.

Qualifications

We are seeking candidates who have:

- A Bachelor's degree from an accredited university (required)
- A demonstrated commitment to meeting expectations at a high bar and history of getting things done even in the face of obstacles.
- Experience balancing multiple projects and deadlines and the ability to efficiently and effectively get things done with a high-volume workload.
- Experience with data management operations, student information systems, and/or district-level assessment administration preferred.
- A team orientation and willingness to contribute across team functions.

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

How to Apply

Please send a cover letter and resume to Melanie Harrell at Melanie.Harrell@tn.gov by March 9, 2021. Applications will be considered on a rolling basis.

Tennessee Public Charter School Commission

Davy Crockett, 5th floor • 500 James Robertson Parkway • Nashville, TN 37243

Office: 615-532-6245